



OMEGA POWER MINDS PVT. LTD.

RIGHT PEOPLE FOR THE RIGHT JOB

FORMERLY KNOWN AS
TAIBA RISE MANAGEMENT PVT. LTD.

COMPANY PROFILE

Name of Company:

Omega Power Minds Pvt. Ltd.

Registration Authority:

Ministry of Industry & Commerce,
Office of the Company Registrar
CRN : 166683/073/074

Ministry of Labor, Employment & Social Security
Department of Foreign Employment
Govt. License No. 1178/073/074

Ministry of Finance,
Department of Internal Revenue
PAN No. 605968684

CODE OF CONDUCT

01

Compliance of Labor Act 2064 of Nepal Government.

02

Equal Opportunities of Employment and freely chosen employment).

03

Zero tolerance on harassment, all forms of bribery, corruption, extortion and embezzlement, Misconduct, unhuman activities.

04

Increasing Environmental Safety Performance.

05

Ensuring Occupational Health and Safety and Intellectual property rights are to be respected

06

Zero cost, Fair, transparent, ethical recruitment and Achieving Higher Customer Satisfaction

07

Non-Discrimination/Non-Harassment & Freedom of association

08

Protecting the reasonable privacy expectations of personal information & Continual Improvement of Management System.

How we work with Social Compliance?

Omega Power Minds Pvt. Ltd.
company with

Code of Conduct for *social Compliance*



Ethics

Ethics are the principles or standards that guide day-to-day business in accordance with established corporate values.

Policy brief and purpose

Ethical recruitment encourages the fair business advertising and competition, no improper advantages from workers.

Scope

Being responsible company our ethical operational scope are like; Honesty, Integrity, Promise keeping and trust worthiness, law abiding, fairness in operation, reputation and morale, leadership, accountability.

Policy elements

Ethics are a foundation of our company, We have considered that food ethical behavior reflects smart business practices. We have set different policy for ethical operation; Respect, honor, integrity, costumer focus, result oriented, risk taking passion, persistence.

Environment

We are aware of our operations in order to eliminate waste and emissions, maximize the efficiency and productivity of its resources and minimize practices that badly affect the environment's natural resources.

Policy brief and purpose

A clean environment is essential for healthy living pollution leads towards different hazards for us as well as all the living being surviving in same environment.

Scope

- Eliminate waste and emissions
- Maximize the efficient use of resources and productivity
- Minimize activities that might impair the enjoyment of resources by future generations.

Policy elements

There are different elements which are to be considered for environment enhancement, as a responsible part of the environment.

Health & Safety

Workers also expect fair pay and respect for their privacy. We assure the best provision of health and safety facilities to all the workers. Our responsibility also includes providing a safe workplace, compensation workers fairly, and treating them with a sense of dignity.

Policy brief and purpose

Employees want and deserve a workplace that is physically and emotionally safe, where they can focus in their job responsibilities and obtain some fulfillment, rather than worrying about dangerous conditions, harassment, or discrimination.

Scope

Health and safety policy covers all the aspects like employee, colleague, their relatives, medical representatives, workplace, training centers.

Policy elements

There are two aspects to be considered for health and safety of the workers. They can be stated as preventive actions and Emergency management.

Preventive actions

- Accidents occur in many ways but most often can be traced back to one of two basic factors: ignorance or carelessness.
- Avoiding risks
- Evaluating the risks which cannot be avoided
- Replacing the dangerous by the non-dangerous or the less dangerous
- Giving appropriate instructions to the workers.

Emergency management

Emergency management is our arrangement for dealing with all humanitarian aspects of emergencies (preparedness, response, mitigation, and recovery).

- Technical assistance available to repair leakages, damages, and blackouts as soon as possible.
- An evacuation plan posted on the walls of each floor and online.
- Fire extinguishers placed in accessible location.

HOW DO WE DO ?



RECRUITMENT PROCEDURES

There are number of procedures to be followed during the selection of a candidate for the placement. We make sure that the right person gets into the right place without any kind of hassle for the employee and the employer.

Pre Labor Approval

After receiving the authorized Demand Letter from the respective company, the document are presented for pre-labor approval. The Department of Labor in Nepal analyzes the document and approve for further processing.

Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. Omega Power Minds Pvt. Ltd., also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through social media / marketing executives.

Candidate Screening / Interview

We maintain up to date data bank of potential candidate with full information on their skill and education, technical knowledge and experience as per the employer criterion. Omega Power Minds Pvt. Ltd., will short list the candidate for pre interview.

During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than we arrange for telephone or skype interview.

Departments of Omega Power Minds Pvt. Ltd. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.

Medical Checkup

Only selected candidate will send for full medical examination to the medical center authorized by government of Nepal. The candidates who are physically and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.

Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.

Orientation

After receiving the job offer or employment visa, the orientation classes are compulsorily organized by Government Registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. Besides this we give full information about the company, work place, job description etc before flight.

Final Labour Approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.

Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concerned airline to confirm seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pick-up and hostel arrangement.

REQUIRED DOCUMENTS DEMAND LETTER PROCESSING AND ACCREDITATION:

Nepalese Hiring Guidelines, simplified

There are strict rules and guidelines in hiring Nepalese for overseas employment. Government of Nepal's implementing administrative body which carries out these rules is the Department of Foreign Employment. Regulation requires that any recruitment activity in Nepal intended for overseas employment must pass through the "approval" of the Department of Foreign Employment. Without its approval, any overseas recruitment here in Nepal shall be illegal.

STEP 1- JOB ORDER PREPARATION

This is a standard set of documents comprising of the following:

A) Demand Letter

Used synonymously with the terms Job Order and Demand Letter, this document summarizes among other things, the positions, quantity required, qualification, salary offer and employment terms and conditions proposed by the Employer.

B) Power of Attorney

This document gives AUTHORITY to Omega Power Minds Pvt. Ltd. for recruit on behalf of the overseas Employer. In other words, the employers give our company the power of attorney to act / recruit to make recruitment of the manpower the employer needs to hire from Nepal.

C) Guarantee Letter

This letter where Employers guarantee that the worker(s) will not be asked to work in the company other than the specified one in the Demand Letter and will not be sent out of the promised country even if the company is multinational and also the assurances of safety and security of female workers.

D) Recruitment Service Agreement

Used synonymously with the term Memorandum of Agreement, this document stipulates the working terms and conditions between the Employer and Omega Power Minds Pvt. Ltd.

E) Standard Employment Contract

This is the Employment Contract that stipulates all terms and conditions including but not limited to Salary, overtime-pay, medical and health insurance, vacation leaves among other things.

F) Attachments

Aside from the four documents just mentioned above, the following additional documents are required:

1. Photocopy of the Employer's Passport
2. Copy of Business License of the Employing Company.
3. Copy of Recruiting License of Omega Power Minds Pvt. Ltd. issued by Government of Nepal.

STEP 2- JOB ORDER VERIFICATION

This process entails the employer to hand carry all the job order mentioned in the above and present them to the Embassy of Nepal in their country (after get it attested from respective Chamber of Commerce and Industry), care of our resident First Secretary / Labor Attaché, nearest to the Employer's intended job site.

STEP 3- JOB ORDER ACCREDITATION

Once verified by our Labor Attaché, the last thing the employer needs to do is to send the original "Verified Job Order" to our company through courier services like Aramex, FedEx or DHL. Upon receipt, we shall submit this to Department of Foreign Employment in Nepal for ACCREDITATION. Once accredited, your JOB ORDER shall become registered with Department of Foreign Employment and all formal recruitment activities and eventual deployment of selected candidates shall be out from this point onwards.

JOB CATEGORIES

We Supply all kinds of human resources from highly skilled, skilled, unskilled and trainees



Hospitality Sectors

Waiters / Waitress
Kitchen Commis I / II / III
Room Attendants
Kitchen Stewards
Cashiers/Accountants
F & B Captains, Cooks
Chef-de-partie, Sous Chef
Dishwasher / Laundry
Housekeeping
Bakery
Barista
Manager
Bartender
Food Runner
Supervisor
Cleaner

Driving Sectors

Nepali and GCC
Light/Heavy
Loader
Dozer
Excavator
Crane

Domestic and Agriculture Sector

Nanny Nurse
Caregiver
Cleaner
Marketing
Delivery driver



Construction Sectors

Engineers
Supervisors
Quality Surveyor
Safety Officer
Foreman / Plumber
Heavy Equipment
Operators
Heavy / Light Driver
Concerte Pump Operator
Mason - Tile / Block
Painter - Spray / Roller
Scaffolder Labour
Electrician / Plumbers



Oil & Gas Sector

Piping Workers
HSE Workers
Instrumental Worker
Electrical Workers
Off Shore Workers
Engineers
Project Managers
Service Workers
Mechanics



Security Sectors

Security Officer
Security Supervisor
Ex-British Gurkha Army
Ex-Indian Gurkha Army
Ex-Nepalese Army
Ex-Nepal Police
Civil Security Guard
Body Guard
Watch Man &
many more.



Manufacturing Sector

Automotive
Petrochemical Products
Building & Consumer Products
Forestry Pulp & Paper
Machinery & Equipment
Pharmaceuticals
Industrial Products
Defense, Garments & Textile
Supermarket, Gloves Factory

OUR VALUABLE CLIENTS

MALAYSIA



UAE



Saudi Arabia



Bahrain

BisCotto



Oman, Romania, Qatar & Kuwait



Our Commitment

“Delivering Excellence in Recruitment”

At Omega Power Minds Pvt. Ltd., our commitment is rooted in providing exceptional recruitment services that exceed expectations. We are dedicated to building strong and long-lasting relationships with our clients, candidates, and stakeholders. Our commitment is reflected in our ethical practices, transparent communication, and personalized approach. We strive to understand the unique needs of our clients and match them with the best-suited candidates, ensuring mutual success. With our unwavering dedication to quality, professionalism, and customer satisfaction, we are committed to being a trusted partner and making a positive impact in the recruitment industry.



Client Satisfaction

We are committed to understanding and fulfilling our clients' recruitment needs, ensuring their satisfaction through personalized services and delivering the best candidates for their success.



Candidate Success

We are committed to understanding and fulfilling our clients' recruitment needs, ensuring their satisfaction through personalized services and delivering the best candidates for their success.



Ethical Practices

We adhere to the highest ethical standards, promoting fairness, transparency, and integrity in all our interactions and recruitment processes.



Continuous Improvement

We are dedicated to continuous learning, improvement, and staying updated with industry trends and best practices to enhance our services and deliver optimal outcomes for our clients and candidates.



Timely Delivery

We are committed to providing efficient and prompt services, ensuring that our clients' recruitment needs are met within the agreed-upon time frames.



Long-Term Partnerships

We strive to build enduring partnerships with our clients, fostering trust and collaboration to support their ongoing recruitment requirements and contribute to their long-term success.

Achievements



RENEWAL RECORD		
S.N.	Date	Renewed up to
1.	16 June 2023	31 st January 2024
2.	31 Jan 2024	31 Jan 2025
3.	05 August 2024	16 August 2025
4.		
5.		
6.		
7.		
8.		
9.		
10.		





 नेपाल सरकार
 उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण - पत्र
 (प्रमाण)

दर्ता नं: १६६६८३/०७३/०७५

श्री ओमेगा पावर माइन्ड्स
 नामको प्राइभेट लिमिटेड कम्पनी संख्या २०७३ साल चैत्र महिना २५ गते ऐन ५
 मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-
 पत्र दिइएको छ ।

मिति: २०७७-१२-२०

Government of Nepal
 Ministry of Industry, Commerce & Supplies
Office of the Company Registrar

स. रजिष्ट्रार
 रजिष्ट्रार

Registration No: 166683/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
 M/s Omega Power Minds
 Private Limited having incorporated it on the 6 day of April, 2017 pursuant to
 sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2021-04-02

Asst. Registrar

मुनं कम्पनी संस्थापकहरू वा कम्पनीको उद्देश्य साधनका लागि दस्तावेज प्रदान गरिएको बमोजिम प्रमाणित गर्नु
 अनुसार निम्नको उपपत्र निकालिएको छ। यो कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।

(यस कम्पनीको सिटि काठमाडौं मा सरकार नियन्त्रित क्षेत्रमा रहेको छ। यो कम्पनीको उद्देश्य साधनका लागि दस्तावेज प्रदान गरिएको बमोजिम प्रमाणित गर्नु अनुसार निम्नको उपपत्र निकालिएको छ। यो कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।)